CITY OF RENTON

POSITION: LIBRARY ASSISTANT I
COMMUNITY SERVICES DEPARTMENT

SKILL INVENTORY SHEET

The City of Renton will use the information provided in this skill sheet to screen the applicant's information. Therefore, all applicants must fill out this form completely in order to be considered for this position.

FAILURE TO ANSWER ALL QUESTIONS ASKED MAY RESULT IN YOUR APPLICATION BEING REJECTED.

#	QUESTION	RESPONSE
1.	Do you have the ability to use a word processor at an equivalent rate of 40 wpm or higher from clear copy? (You will be required to take a keyboard test) *Required*	YES ☐ NO ☐
2.	Do you have one year of general clerical experience including some library experience? *Required*	YES ☐ NO ☐
3.	Do you have paid experience within the last 10 years in a position requiring customer service? *Desired*	YES ☐ NO ☐ Organizations and dates of employment:
4.	Please rate your computer proficiency level with the following programs:	LOW MEDIUM HIGH Word ☐ ☐ ☐ Internet ☐ ☐ ☐ Automated Library Database ☐ ☐ ☐
	Describe your experience using the software programs listed and indicated length of use:	(If used automated library database, list which ones)

#	QUESTION
5.	**On a <u>separate sheet of paper</u>, please respond to the following questions:** **A. Why are you interested in this position and how does this job fit into your career goals?** **B. Describe your background as it pertains to this specific position. List any specialized education, training or certificates you may have that pertain to this position.**

PRINT NAME:————————————————————

SIGNATURE: ————————————————————   **DATE:**————————————